

Grant Year: 2017



**Application
For
City of DuPont
Lodging Tax Funds**

City of DuPont
1700 Civic Dr.
DuPont, WA 98327
Phone: (253) 964-8121
Fax: (253) 964-3554
Email: PBarry@DuPontWA.Gov

Organizational/Agency Information

Organization/Agency Federal Tax ID Number

Contact Name Title

Mailing Address City State Zip

Work Phone Cell Phone Fax Email

☐ Tourism Promotion Activities

☐ Tourism- Related Facility

☐ Event/Festival: _____
Name of Festival Location Date

☐ Non-Profit (Attach a copy of current non-profit corporate registration with Washington Secretary of State)

☐ Public Agency

Amount Requested: \$_____

Certification

I hereby state on behalf of _____ that:
Organization/Agency Name

Tourism Promotion Activities or Tourism-Related Facilities:

☐ This is an application for a contract with the City of DuPont and, if awarded, my organization/ agency intends to enter into a Municipal Services Contract with the City of DuPont.

Events/Festivals:

☐ The applicant has, or can obtain, general liability insurance in an amount commensurate with the exposure of the event/festival.

☐ I understand City of DuPont will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form has been submitted to the City, including copies of invoices and payment documentation.

Signature Printed Name Date

☐ Yes, Sign me up for email notifications about upcoming events

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Supplemental Questions

Description of Tourism-Related Activities or Event:

1. Provide an estimate of the number of participants who will attend the event/activity in each of the following categories:
 - Stay overnight in paid accommodations away from their place of residence or business: _____
 - Stay overnight in unpaid accommodations (with friends or family) and travel 50 miles or more one way from their place of residence or business: _____
 - Stay for the day only and travel more than 50 miles or more one way from their place of residence or business: _____
 - Attend but are not included in one of the categories above: _____
 - Estimated number of participants in any of the above categories that attend from out-of-state (includes other countries): _____

How will the funds received increase the number of people traveling for business or pleasure on a trip?

2. How do services promote and enhance tourism for DuPont?
 - Describe the tourism promotion impact on the economy of the City of DuPont, specifically lodging, food service sectors, and community facilities.
 - Provide copies of proposed promotional material.

3. Describe how you will encourage support of DuPont businesses, restaurants , and retail:

4. Identify if there is a host hotel for the event: _____
5. What is the target age group(s)? _____
6. Describe community appeal and/or support: _____

7. Do you rely solely on LTAC Funds from the City of DuPont? Yes ☐ No ☐

- Provide an itemized list identifying each type of expenditure to be reimbursed.

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8. Identify your top 5 sources of revenue:

1. \$ _____
2. \$ _____
3. \$ _____
4. \$ _____
5. \$ _____

9. Do you plan to become self-funded?

Yes ☐ No ☐

If yes please include:

- ° Your plan to become self-funded.
- ° Progress to date to become self-funded.

10. Have you received City funds in the past?

Yes ☐ No ☐

11. Is this application for new funds? Yes ☐ No ☐ **Increased Funds?** Yes ☐ No ☐

12. If you answered yes to increased funds, describe the reason for the increase:

13. Event Location: _____

14. Date(s) of Event: _____

15. Single or Multi-Day Event: _____

16. Projected Attendance: _____

17. I understand that I am responsible for tracking event attendance and reporting attendee contact information to the City of DuPont. This information will be used to conduct an electronic exit survey for event attendees by the City of DuPont. Initial Here _____

Submittal Instructions

Application Deadline:

Submit 10 Copies to: City of DuPont
Paula Barry, Finance Director
1700 Civic Dr.
DuPont, WA 98327

Required Documents:

1. Completed and signed application.
2. Completed supplemental questions
3. A copy of your agency's current non-profit corporate registration with the Washington Secretary of State. A copy of the online record is sufficient.
4. An itemized budget in the amount you are requesting from the City. As an example, if you Are requesting \$5,000 in LTAC funds from the City, provide detail about the way the \$5,000 will be spent.
5. Include 10 copies of any brochures and/or supplemental information.